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**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF OKLAHOMA**

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Position Title: Student Intern (Temporary - Full Time)  
Vacancy No. 18-02  
Location: Oklahoma City  
Closing Date: May 24, 2018  
Starting Date: May 29, 2018 or after  
Salary Range: \$10.23/hr to \$12.83/hr (CL 21/1 to CL 22/1 depending on experience and qualifications)

**POSITION OVERVIEW:** This is a temporary position, 40 hours per week during the summer of 2018. (From June-August with some flexibility). Incumbent may assist with a variety of administrative tasks including basic technical computer support, inventory, data entry and general office duties.

**REPRESENTATIVE DUTIES:** The Intern(s) may assist a variety of sections in the Court Clerk's office such as Administrative Services, Information Technology and/or Operations. The position requires the ability to operate computers and general office equipment. The Incumbent may assist with technical support, inventory procedures, data entry, clerical support, scanning or filing, copying documents, and other related duties as required. Walking and bending and will be required to access furniture and equipment identification labels to complete assigned tasks. Incumbent may also be required to lift and move moderately heavy items such as computer equipment.

**QUALIFICATIONS:** Applicants must have a high school diploma, or equivalent. Applicants should be able to communicate and interact effectively with individuals and groups and be able to follow written and oral instructions, and apply a body of rules, regulations and policies. Incumbent should have a professional demeanor and appearance appropriate for a professional office environment. Applicants must have one year of general work experience to qualify for grade CL 22.

**ADDITIONAL INFORMATION:** Applicants must be a United States citizen or eligible to work in the United States. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

Participation in the interview process will be at the applicant's own expense and relocation expenses cannot be provided. Employees of the United States Courts serve under excepted appointments and are considered at will employees. As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed. All employees are subject to mandatory electronic direct deposit of salary payment. More than one position may be filled with this announcement as determined by management.

**APPLICATION INSTRUCTIONS:** Please submit the application package by email to [HR@okwd.uscourts.gov](mailto:HR@okwd.uscourts.gov), and include your name and the vacancy number “18-02” in the subject line. The application package should include the employment application form, a resume and cover letter. The employment application form is available on the court web page [www.okwd.uscourts.gov](http://www.okwd.uscourts.gov). Applications will be reviewed as received, interviews will be scheduled as soon as possible, and an employment offer will be extended to the most qualified candidate.

Vacancy No. 18-02  
United States District Court Clerk  
Western District of Oklahoma  
200 N.W. 4th Street, Rm 1210  
Oklahoma City, OK 73102

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